

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 25 June 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 19 - 25 June 1956

1. Numbers in Clerical Induction Training. During the week of 19 June there were 60 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 15 people for the week of 18 June.

3. Chief, Clerical Orientation on Leave. Mrs. [redacted] Chief, Clerical Orientation, will be on annual leave from 25 June through 29 June 1956. Mrs. [redacted] is in charge of the program during Mrs. [redacted]'s absence.

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4. Large Numbers of Incoming Trainees. Beginning 25 June 1956, it has been predicted that approximately [redacted] new employees will enter on duty each week through the end of August. Of the weekly total of [redacted] will be tested for clerical skills. Just what proportion of those tested will be assigned to Clerical Induction Training for additional skill training cannot be determined. Up to this time a substantial percentage of those tested have been assigned to training classes.

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OTR/CT:MAH:jdm (25 June 1956)

25 YEAR RE-REVIEW

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